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## **INDIANA COMMISSION ON PROPRIETARY EDUCATION**

### *Board of Commissioners Meeting Memorandum*

**Date:** March 14, 2007

**From:** Kyle Robertson, Accreditation Coordinator

**Subject:** Dental Careers of Southern Indiana - Evaluation Report

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#### **Staff recommendation**

In accordance with Title 570 IAC (D), the commission recommends that Dental Careers of Southern Indiana be awarded Fully Accredited status.

#### **Background**

Dental Careers of Southern Indiana (DCSI) is a dental assisting school located in Jeffersonville, Indiana. Owners Dr. Donna Rush and Ms. Linda Cody founded the school in July of 2005. DCSI was organized on the need for a short term training facility for students aspiring to become entry level dental assistants. Training began in January of 2006.

Dr. Rush has been practicing dentistry for over 20 years. Before becoming a dentist, she was a dental hygienist and assistant. She received her dental training at the University of Kentucky. Dr. Rush serves as the school's co-director and is the primary clinical instructor.

Ms. Codey has over 25 years of experience in office management and customer service. She is the executive director for Family Health Centers serving Indiana counties of Clark, Floyd, and Harrison. Ms. Codey serves as the school's co-director and teaches the office management portion of the program.

#### **School Description**

DCSI's dental assisting program consists of 80 clock hours at a cost of \$1,150. Students learn four handed dentistry, basic front office operations, radiology, and charting. The curriculum is designed to prepare students for an entry level position. In addition to classroom instruction, students must complete 40 clinical hours in a working dental operatory. In order to pass the program, a student must earn a 70% or better on their overall grade. The facility is divided into three different types of learning environments. This consists of a traditional classroom for lecture, a laboratory for hands-on instruction, and a dental operatory.

DCSI incorporates the use of technology in the presentation and organization of their curriculum. PowerPoint presentations are shown to students using an overhead projector.

## **Evaluation Team**

Ms. Mary Manka has been working in dental offices for 37 years. She is an expanded duty dental assistant. Ms. Manka received her training through a dental clinic associated with the University of Louisville.

Ms. Lindsey Wolff is a dental hygienist who works for Family Health Centers in Southern Indiana. She graduated from the University of Louisville, School of Dentistry in 2004.

Ms. Denise McKinney was awarded an associate's degree in dental hygiene in 1997. She currently works as a hygienist in the Louisville area.

## **Evaluation Results**

Ms. Manka recommended Fully Accredited status. Her overall impression of the school was marked as being superior. She was impressed with the feedback students gave us about the institution. Ms. Manka stated that the students seemed to have a very comfortable relationship with instructors and staff.

Ms. Wolff also recommended Fully Accredited status. She marked outstanding for every category. Ms. Wolff was impressed with all the facets of the program. She complemented the school for their desire to train quality dental assistants.

Ms. McKinney concurred with the other two evaluators and recommended Fully Accredited status. She had many positive comments about the school and quality of instruction.

No recommendations or suggestions were made by the evaluation team.

## **Conclusion**

The commission sees no evidence to recommend anything other than Fully Accredited status. Students seemed very pleased with their training. DCSI has met all of our requirements.

## **Supporting Documentation**

1. Mary Manka's Evaluator Checklist
2. Lindsey Wolff's Evaluator Checklist
3. Denise McKinney's Evaluator Checklist

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

302 W. Washington Street, Room E201  
Indianapolis, IN 46204

Date of Evaluation: February 10, 2007

Institution Evaluated: Dental Careers of Southern Indiana

Name of Team Member: Denise McKinney

**CHECK LIST FOR TEAM EVALUATORS**

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- |                |                   |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory   |
| 2. Superior    | 4. Unsatisfactory |

There is space for comments. The asterisk (\*) denotes requested comments in order to better explain your evaluation.

**CATEGORY I -- EDUCATIONAL OBJECTIVES**

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>1. Outstanding</u>	<u>x</u> <u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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*Comments:*

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>x</u> <u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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*Comments:* The training facility has a room set up exactly like an actual operatory in a dental office. There is also an area set up like a sterilization room including an autoclave. I think these are essential for training an assistant.

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u>1. Outstanding</u>	<u>x</u> <u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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*Comments:*

**CATEGORY II -- FACULTY**

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>x</u> <u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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*Comments:* The day we visited the school there were three instructors and three students. I think this is more than adequate. As for education and experience, Dr. Rush has been an assistant, hygienist, and now a dentist. I can't think of a more experienced person to teach assistants. Also, having an EDDA as an instructor will help keep the material being taught current and applicable.

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

- C. The faculty appear to be satisfied with the overall institution.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* The faculty is always changing the materials being taught in order to keep it current. Also, Dr. Rush mentioned she is always updating things when she finds new materials online, or if she feels they are being taught in a different way in order to help students' specific needs.

### **CATEGORY III -- STUDENT POLICY**

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* The students and faculty mentioned that the instructors give out their personal cell numbers. One of the students stated that she called one of the instructors and her phone call was returned within 30 minutes. I think it is rare to have such a close relationship among students and faculty.

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* Time is given to the students before and after class as well as during lunch to discuss anything the students have questions about.

- C. The student educational needs are met by the institution.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

### **CATEGORY IV ADMISSION PRACTICES**

- A. The admission policy of the institution is well administered and the school is reasonably selective.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

## **CATEGORY V STUDENT RECRUITMENT**

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

- C. The students appear to have an honest impression of the institution before they enroll.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* One of the students said she had felt pressured to enroll at another institution, but at DCSI she felt like she was given honest information and the choice was left up to her.

## **CATEGORY VI PHYSICAL FACILITIES**

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* The facility has most of the equipment and tools that are in the dental office I work in. The equipment that they don't have is explained in the text and would be very costly for a small institution to provide.

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*



Comments:

D. Characterize your impression of the institution.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: I was very impressed with the faculty/instructor relationship. The faculty seemed open to questions and comments from the students. The equipment is on hand for the students to practice with as opposed to just learning about it in a book.

E. The majority of the students appear to be satisfied with the education they have received from the institution.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: The students couldn't say enough good things about the instructors. One student plans to enroll in the EDDA program and both students said they would recommend the school to others.

**Please initial the status you believe this institution should receive.**

**1. No Status** – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. \_\_\_\_\_

**2. Candidate** -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. \_\_\_\_\_

**3. Accreditation with Recommendations** – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. \_\_\_\_\_

**4. Fully Accredited** – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. \_\_\_\_\_

xxx

**If status is 1, 2, or 3, list your specific reasons or recommendations below.**

302 W. Washington Street, Room E201  
Indianapolis, IN 46204

Name of Team Member: Lindsey Wolff, RDH

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*Comments:* The faculty seems to incorporate real life situations with no nonsense by the book stuff. In my experience, real life was more helpful in understanding important concepts.

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

x			
_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*

*Comments:*

- C. The faculty appear to be satisfied with the overall institution.

x			
_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*

*Comments:* I feel that Dr. Rush and other staff members are constantly looking for new and better ways to improve the overall program.

### **CATEGORY III -- STUDENT POLICY**

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

x			
_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*

*Comments:* They show an enormous amount of concern for their students. They want everyone to pass, but they also want to make sure every student understands the material.

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

x			
_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*

*Comments:* The students spoke very highly of all their instructors.

- C. The student educational needs are met by the institution.

x			
_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*

*Comments:*

### **CATEGORY IV ADMISSION PRACTICES**

- A. The admission policy of the institution is well administered and the school is reasonably selective.

x			
_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*

*Comments:*

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

**Comments:** It is clear that you must be able to perform certain tasks to do this job.

## CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* They are being contacted by the students. I don't believe they would contact the school if they were not interested.

- C. The students appear to have an honest impression of the institution before they enroll.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

## CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* They have better equipment than I had in dental school.

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* They have done a nice job with the set up of this school.

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

## CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* I noticed that if the instructors felt the students did not understand something that they would try different approaches.

## CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* This program is doing a much better job than many of the area's dental assisting schools. I think this is also in part to the small class sizes and individual instruction.

- B. Student records adequately reflect the student's progress during his period of enrollment.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The student records adequately reflect the student's placement after his/her training with the institution.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- D. Characterize your impression of the institution.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* It is refreshing to see a school take pride in producing quality students. They put a lot of effort into each student and want everyone to succeed.

E. The majority of the students appear to be satisfied with the education they have received from the institution.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* Many of the students said that they have and will continue to refer more people to this school.

**Please initial the status you believe this institution should receive.**

**1. No Status** – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. \_\_\_\_\_

**2. Candidate** -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. \_\_\_\_\_

**3. Accreditation with Recommendations** – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. \_\_\_\_\_

**4. Fully Accredited** – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. xxx

**If status is 1, 2, or 3, list your specific reasons or recommendations below.**

*Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.*

**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM**

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

302 W. Washington Street, Room E201  
Indianapolis, IN 46204

Date of Evaluation: February 10, 2007

Institution Evaluated: Dental Careers of Southern Indiana

Name of Team Member: Mary Manka

**CHECK LIST FOR TEAM EVALUATORS**

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- |                |                   |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory   |
| 2. Superior    | 4. Unsatisfactory |

There is space for comments. The asterisk (\*) denotes requested comments in order to better explain your evaluation.

**CATEGORY I -- EDUCATIONAL OBJECTIVES**

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: This was evident when talking to students.

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

**CATEGORY II -- FACULTY**

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The faculty appear to be satisfied with the overall institution.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

### **CATEGORY III -- STUDENT POLICY**

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Students expressed great satisfaction with the counseling they've received.

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Students seemed to have a very comfortable relationship with the instructors and staff.

- C. The student educational needs are met by the institution.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

### **CATEGORY IV ADMISSION PRACTICES**

- A. The admission policy of the institution is well administered and the school is reasonably selective.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

#### **CATEGORY V STUDENT RECRUITMENT**

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	------------------------	---------------------------

Comments: Students appeared to be well aware of what was required of a job in this field.

- C. The students appear to have an honest impression of the institution before they enroll.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	------------------------	---------------------------

Comments:

#### **CATEGORY VI PHYSICAL FACILITIES**

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	------------------------	---------------------------

Comments:

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

### **CATEGORY VII COURSE ORGANIZATION**

- A. The instruction materials are comprehensive, accurate and well organized.

	x		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* The institution seeks input from dentists in the area as to what they require from potential employees.

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

	x		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* Staff tries to simplify complicated technical terms since most students aren't college graduates.

### **CATEGORY VIII OBJECTIVES**

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

	x		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

- B. Student records adequately reflect the student's progress during his period of enrollment.

		x	
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* The records are being converted to computer for easier access. They seemed to be reasonably detailed and accurate.

- C. The student records adequately reflect the student's placement after his/her training with the institution.

		x	
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

- D. Characterize your impression of the institution.



*Comments:* I think the school is still evolving and will continue to get better because the staff strives to find ways to improve.

*Comments:* I was impressed with the students we interviewed. They were articulate and knowledgeable about their chosen field.

**4. Fully Accredited** – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. XXX

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

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